

For further information, please contact Charles T. Raabe at (202) 219-2811.

**Linwood A. Watson, Jr.,**

*Acting Secretary.*

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## ENVIRONMENTAL PROTECTION AGENCY

[FRL-6369-4]

### Agency Information Collection Activities: Proposed Collection; Comment Request; Oral and Written Purchase Orders

**AGENCY:** Environmental Protection Agency (EPA).

**ACTION:** Notice.

**SUMMARY:** In compliance with the Paperwork Reduction Act (44 U.S.C. 3501 *et seq.*), this document announces that EPA is planning to submit the following continuing Information Collection Request (ICR) to the Office of Management and Budget (OMB): Oral and Written Purchase Orders, EPA ICR Number 1037.06, OMB Control Number 2030-0007, Expires 12/31/99. Before submitting the ICR to OMB for review and approval, EPA is soliciting comments on specific aspects of the proposed information collection as described below.

**DATES:** Comments must be submitted on or before August 30, 1999.

**ADDRESSES:** 401 M Street, SW, Attn 3802R, Washington, DC 20460.

#### FOR FURTHER INFORMATION OR A COPY CONTACT:

Leigh Pomponio, (202) 564-4536, or e-mail pomponio.leigh@epamail.epa.gov.

#### SUPPLEMENTARY INFORMATION:

**Affected entities:** Entities potentially affected by this action are those which seek to provide supplies and services to the EPA under simplified acquisition procedures.

**Title:** Oral and Written Purchase Orders, (OMB Control No. 2030-0007; EPA ICR No. 1037.06) expiring 12/31/99.

**Abstract:** When EPA has a requirement for supplies or services and the value of same is under the simplified acquisition threshold, the Agency solicits verbal or written quotes from potential vendors. Vendor responses are voluntary and generally consist of item name, unit cost, delivery terms, company name, small business status, address, phone number, and point of contact. The Agency uses the collected information to make award

decisions and obtain needed supplies and services. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR part 9 and 48 CFR Chapter 15.

The EPA would like to solicit comments to:

(i) evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;

(ii) evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;

(iii) enhance the quality, utility, and clarity of the information to be collected; and

(iv) minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

**Burden statement:** 15 minutes is estimated as time required to complete each response. Vendors must listen to question asked, consult company price list, and respond to inquiry. Vendors are not required to type, sign, or mail anything. An average salary for vendor/salesperson is estimated to be \$15.57 an hour. This is based on the rate used in the previous clearance multiplied by a factor of 3% per year to reflect wage increases since 1996. The total number of responses is derived from doubling the total number of purchase orders issued by the Agency in the preceding 12 month period. Because each award is generally preceded by 1-2 solicitations, depending upon dollar value, an average of two information collections per award was estimated. Therefore, total annual burden is summarized as follows: Total Annual Burden Dollars: \$3.90 per response × 37,492 responses = \$146,219 Total Annual Burdens Hours: 15 minutes per response × 37,492 responses = 9373 hours. No capital/start-up costs or operation and maintenance costs are anticipated.

Dated: June 24, 1999.

**Lawrence G. Wyborski,**

*Acting Manager, Policy Service Center, Office of Acquisition Management.*

[FR Doc. 99-16679 Filed 6-29-99; 8:45 am]

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## ENVIRONMENTAL PROTECTION AGENCY

[FRL-6370-1]

### Notice of Scientific and Technological Achievement Awards Subcommittee Closed Meeting

**AGENCY:** Environmental Protection Agency (EPA).

**ACTION:** Notice.

**SUMMARY:** An ad hoc Subcommittee of the Science Advisory Board will meet at the U.S. Environmental Protection Agency (EPA), Washington, DC, on July 21-22, 1999. Pursuant to Section 10(d) of the Federal Advisory Committee Act (FACA), 5 U.S.C. App. 2, and sections 552(b)(2) and (b)(6) of the Administrative Procedure Act, 5 U.S.C. 552(b)(2) and 552(b)(6), EPA has determined that the meeting will be closed to the public. The purpose of the meeting is to recommend to the Assistant Administrator of the Office of Research and Development (ORD) the recipients of the Agency's 1998 Scientific and Technological Achievement Cash Awards. These awards are established to honor and recognize EPA employees who have made outstanding contributions in the advancement of science and technology through their research and development activities, as exhibited in publication of their results in peer reviewed journals. In making these recommendations, including the actual cash amount of each award, the Agency requires full and frank advice from the Science Advisory Board. This advice will involve professional judgments on the relative merits of various employees and their respective work. Such personnel issues, where disclosure would constitute an unwarranted invasion of personal privacy, are protected from disclosure by exemptions 2 and 6 of Section 552(b) of the U.S.C. In accordance with the provisions of the Federal Advisory Committee Act, minutes of the meeting will be kept for Agency and Congressional review.

**FOR FURTHER INFORMATION CONTACT:** Mr. Robert Flaak, Team Leader, Committee Operations Staff, Science Advisory Board (1400), U.S. Environmental Protection Agency, 401 M Street, SW, Washington, DC 20460, via telephone: (202) 260-5133 or via e-mail: flaak.robert@epa.gov.

Dated: June 25, 1999.

**Carol M. Browner,**  
*Administrator.*

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